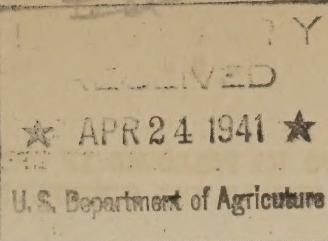


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NCR-520



Issued April 1, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1941 AGRICULTURAL CONSERVATION PROGRAM

NORTH CENTRAL REGION

PROCEDURE TO BE FOLLOWED IN THE COUNTY
OFFICE IN FURNISHING SUPERPHOSPHATE

INDEX

Page

PART I.	General.....	2
	1. Kind of Material to be Furnished and Area.....	2
	2. Cost of Material.....	2
	3. Type of Material.....	2
	4. Amount of Material Available.....	2
	5. Minimum Carloads.....	2
	6. Less than Minimum Carload.....	3
	7. Deposit Not Necessary.....	3
	8. Delivery of Superphosphate.....	3
	9. Duties of Consignee.....	3
	10. General Plan of Handling Orders.....	3
PART II.	Eligibility of Producers to Receive Superphosphate..	3
PART III.	Deductions, Penalties, and Refunds.....	4
	1. Deductions.....	4
	2. Penalties.....	4
	3. Refunds.....	5
PART IV.	Ordering Material.....	5
	1. Form ACP-64, "Producer's Request for Material"	5
	2. Form ACP-66, "Request for Shipment".....	6
PART V.	Procedure to be Followed upon Arrival of Superphosphate.....	6
	1. Duties of Consignee.....	6
	ACP-67, "Receiving and Inspection Report"....	6
	2. Form ACP-65, "Summary of Request".....	7
	3. Storage Report.....	8
	4. ACP-88 or ACP-88, Revised, Oath of Office.....	9

PROCEDURE TO BE FOLLOWED IN THE COUNTY
OFFICE IN FURNISHING SUPERPHOSPHATE

PART I - GENERAL

1. Kind of Material to be Furnished and Area - The Agricultural Adjustment Administration, upon the request of producers, and under the conditions specified herein, will furnish triple superphosphate (48% P₂O₅) and 20 percent superphosphate (20% P₂O₅), to be used in carrying out approved soil-building practices on farms in approved counties in the States of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

2. Cost of Material

Triple Superphosphate - The total cost of triple superphosphate to farmers in these States is \$40 per ton.

20 Percent Superphosphate - The total cost of 20 percent superphosphate to farmers is as follows: States of Illinois, Indiana, Ohio, and counties in Michigan, except counties in the upper peninsula, \$17 per ton; Iowa and Missouri, \$19 per ton; Minnesota, Wisconsin, and counties in the upper peninsula of Michigan, \$20 per ton. The variation in the cost of 20 percent material is primarily due to freight rates.

3. Type of Material - Both granular and pulverized 20 percent and triple superphosphate are available in 100 lb. bags.

4. Amount of Material Available.

a. Triple Superphosphate - The amount of triple superphosphate available to the North Central Region is limited, and monthly allocations will be made to each State.

b. 20 Percent Superphosphate - The amount of 20 percent superphosphate available to the North Central Region is practically unlimited.

c. The State committee will advise the counties which type of material (20 percent or triple) is available.

5. Minimum Carloads.

a. Triple Superphosphate - Minimum carload for granular material is 30 tons; minimum carload for pulverized material is 20 tons. It is, however, desirable for counties to submit orders for 30 tons whenever possible, since this size shipment from some shipping points will effect a saving in freight costs.

b. 20 Percent Superphosphate - Minimum carload is 20 tons. Orders for 20-ton carloads are desirable in view of the reasons stated in item 5-a.

6. Less than Minimum Carload - If certain counties find it impossible to obtain requests totaling a minimum carload, such counties will carry out the procedure as outlined herein, since it may be possible for them to obtain delivery of superphosphate by combining their orders with orders from adjacent counties.
7. Deposit Not Necessary - A deposit is not required in connection with orders for superphosphate under the 1941 Agricultural Conservation Program and should not be collected.
8. Delivery of Superphosphate - The superphosphate will be delivered by manufacturers under Government Bills of Lading to delivery points specified by the county committee.
9. Duties of Consignee - The county committee will designate a person who may be one of their number to act as consignee and to be responsible for and supervise the handling of requests by producers and the delivery of all shipments received.
10. General Plan of Handling Orders -
 - a. Procedure to be followed in connection with handling both types of material is the same. The orders must clearly indicate the kind of material desired. (Forms ACP-64 and ACP-66.)
 - b. The producer will request superphosphate from the county committee by submitting a properly executed Form ACP-64, "Request for Conservation Material, Agricultural Conservation Program."
 - c. When sufficient requests for material to constitute a minimum carload have been received, Form ACP-66 should be executed and forwarded to the State office for approval.
 - d. If the county committee desires to order a car for storage in the county prior to the time sufficient requests for a minimum carload have been received, it may do so provided arrangements for free storage or storage at a reasonable price can be made. Storage costs shall be paid out of county association funds. Form ACP-66 should be prepared and forwarded to the State office accompanied by a letter indicating the amount of material for which ACP-64 requests have been received.

PART II. ELIGIBILITY OF PRODUCERS TO RECEIVE SUPERPHOSPHATE

The county committee shall advise all cooperating farmers of the availability and cost of the material, and shall determine the eligibility of farmers to receive superphosphate in accordance with the following instructions:

1. The provisions of the 1941 Agricultural Conservation Program, regarding the manner of using superphosphate shall be clearly explained to the producer.

2. The value of the total quantity of superphosphate furnished any producer shall not exceed 70 percent of the payment which the county committee believes will be earned by such producer for participation in the 1941 Agricultural Conservation Program.

3. A producer who has requested other conservation materials may be furnished superphosphate provided the sum of the value of all materials requested does not exceed 70 percent of the payment which the county committee believes will be earned by such producer for participation in the 1941 Agricultural Conservation Program.

4. A producer who has made an assignment on Form ACP-69, "Assignment," of any of his 1941 Agricultural Conservation payment, and any producer whose name appears or should appear on the Register of Indebtedness will be eligible to receive superphosphate, provided the amount of the assignment or indebtedness, when added to the value of the material being furnished does not exceed 70 percent of the payment which the county committee believes will be earned by such producer for participation in the 1941 Agricultural Conservation Program.

PART III. DEDUCTIONS, PENALTIES, AND REFUNDS

1. Deductions - A deduction from the producer's 1941 agricultural conservation payment will be made in the amount of the value of the superphosphate furnished the producer.

2. Penalties - Superphosphate is furnished under the agricultural conservation program for use on soil-conserving crops, and if applied on or in connection with flax or any crop classified as soil-depleting, the rate of deduction will be twice the amount of the usual rate of deduction for that portion of the material misused.

a. Where a producer obtains superphosphate but due to weather conditions, lack of available labor, or other causes beyond his control, did not use the material during the program year but stored it for future use, he should be allowed to use the material the following year. The deduction for the value of such material should be made from the payment for the program year during which the material was furnished. If in the following year the material is used in accordance with the provisions of the program for that year, soil-building credits should be given for the application of the material. If the material is misused, the total rate of deduction will be twice the amount of the usual rate of deduction for that portion of the material misused.

b. If at the expiration of the program year a producer has not properly used material which could have been used during the program year, a deduction should be made of twice the usual rate of deduction.

3. Refunds. - If the value of the material furnished to a producer is in excess of his 1941 agricultural conservation payment, the excess amount shall be repaid to the Government. The refund shall be in the form of a postal money order, certified check, or cashier's check, payable to the Treasurer of the United States and forwarded to the State office with a memorandum explaining the circumstances.

PART IV. ORDERING MATERIAL

The following forms will be used in connection with obtaining superphosphate: Form ACP-64, "Request for Conservation Material, Agricultural Conservation Program" - Form ACP-66, "Request for Shipment" - Form ACP-67, "Receiving and Inspection Report" - Final Form ACP-65, "Summary of Requests" - Form ACP-88 or ACP-88, Revised, "Oath of Office and Service Obligation."

1. ACP-64, "Producer's Request for Material."

- a. Enter in the space provided in the upper right corner the names and code numbers of the State, county, and the farm number.
- b. Enter in the space following "Aaa" the serial number of the Form ACP-66 which will be used in ordering the material.
- c. Fill in the name of the applicant, post office and rural address, county, State, description of the material, ("triple superphosphate," or "20 percent superphosphate," "granular," or "pulverized,") the quantity requested, the unit cost, and the total cost.
- d. The applicant should sign in the space provided for his signature and indicate the date of signing.
- e. Enter the approximate amount of payment which will be earned by the producer under the 1941 Agricultural Conservation Program. The form should be signed and dated by a member of the county committee.
- f. If a smaller quantity is delivered than the amount requested, Form ACP-64 should be corrected to show the actual quantity and value of the material delivered.
- g. All copies of Form ACP-64 shall be held in the county office until the material is delivered to the producer and Section III is completed. The blue copy of the form should be given to the producer, the original should be forwarded to the State office, and the yellow copy should be filed in the county Register of Indebtedness file. Transmission of forms ACP-64 to the State office shall be made at least once a week, since the State office Register of Indebtedness file must be kept current.

2. Form ACP-66, "Request for Shipment."
 - a. A complete set of Forms ACP-66 will be prepared in the county office as follows:
 - (1) Enter in the spaces provided the date of delivery desired and the names and code numbers of the State and county.
 - (2) Enter in the space provided the words "North Central" on the line preceding the word "Division."
 - (3) Enter in the spaces provided under the words "Consign to," the name of the county, the name of the consignee, consignee's post office address, name of railroad, and the actual point of delivery.
 - (4) Enter in the spaces provided a complete description of the material, i.e., "Triple superphosphate," or "20 percent superphosphate," "granular", or "pulverized," the quantity requested in pounds, and the tons.
 - b. All copies of Form ACP-66 will be sent to the State office. The carbon paper should not be removed.

PART V. PROCEDURE TO BE FOLLOWED UPON ARRIVAL OF SUPERPHOSPHATE

1. The consignee will be notified of the approximate date the shipment will arrive by receiving the original of the Government Bill of Lading (Standard Form 1058) under which the shipment is made. In the event the Bill of Lading has not been received by the consignee at the time notice of arrival is given by the carrier, notice should be given immediately to the State office. The State office should furnish the consignee with a temporary receipt, Standard Form 1060. Surrender of the car may be accomplished by furnishing the Agent of the Carrier with the receipt for the property actually received. The Washington office should be notified immediately by the State office that shipment covered by Request No. _____ has been received but that the original Bill of Lading has not been received. If the Bill of Lading cannot be found after a reasonable length of time, the Washington office will issue "Certificate in Lieu of Lost Bill of Lading." Upon arrival of the material the consignee will
 - a. Notify all producers who have requested superphosphate.
 - b. Supervise the distribution of the material to see that each producer receives the amount requested on Form ACP-64.
 - c. Obtain the signature of the producer and complete Section III of Form ACP-64.

d. Prepare Form ACP-67, "Receiving and Inspection Report," as follows:

- (1) Enter on the face of the form in the space provided for the name and code numbers of the State and County, the ACP-66, "Request for Shipment," Aaa number, the date the shipment was received, the quantity received, the name of the material, and the name of the contractor (shipper). The actual point of delivery should be given, together with the name of the railroad, and the blocks for "railroad siding," "bagged," and type of bag should be checked. Enter the car initials, car number, railroad waybill number with its date, the delivery agent's freight bill number with its date, and check type of car. Indicate by a checkmark whether or not a sample was taken, state in "Remarks" space the condition of the shipment, and sign and date the report.
- (2) In the event of loss, damage, or shortage, the back of this form must be completed by indicating in the proper spaces the information requested. In this event the form must be notarized in the space provided therefor.

NOTE: On the reverse side of the original bill of lading proper description in the space provided under "Report of Loss, Damage, or Shrinkage" must be shown.

- (3) Distribution. The original and two copies will be transmitted to the State office and the remaining copy filed in the county office.

e. Obtain sample of material.

The general policy provides that approximately one out of every twenty-five shipments made by commercial manufacturers of superphosphate should be sampled. Consequently, it will not be necessary for the consignee to sample material of any car unless he is advised in advance by the State office to obtain a sample of the material being furnished.

f. "Final" Form ACP-65, "Summary of Requests."

- (1) When the material has been properly distributed to all producers, and all Forms ACP-64 properly receipted, the county committee will prepare "Final" Form ACP-65, "Summary of Requests." This form will be executed in duplicate in the following manner:

- (a) Enter the word "Final" above the title "Summary of Requests."
 - (b) Enter in the upper right corner the State and county code numbers.
 - (c) Enter in the spaces provided the name of the material, i.e., "Triple Superphosphate" or "20 percent Superphosphate." Leave blank the date of delivery desired.
 - (d) Enter in the spaces provided, the name and post office address of the consignee.
 - (e) Enter in the spaces provided the name of the railroad which delivered the material and the actual point at which delivery was made.
 - (f) Enter for each farm in the respective column heads the following:
 - (1) The farm number in the column headed "Serial Number."
 - (2) The name and address of the producer.
 - (3) The word "lbs." in the unit column.
 - (4) The number of pounds delivered (always in multiples of 100) to the producer in the quantity column.
 - (g) Enter in the "Total Requested" line the sum of the entries indicated in the quantity column.
 - (h) A member of the county committee and the consignee will date and enter their signatures in the spaces provided. Delete the word "Secretary" and enter the word "Consignee."
2. When "Final" Form ACP-65 has been completed, the original will be transmitted to the State office, and the copy will be retained in the files of the county office.
 3. If any material is in storage at the end of the month the county committee shall notify the State office of the following:
 - a. The quantity of material in storage.
 - b. The "Aaa" request number under which the material was ordered.

- c. Any damage to the material resulting from storage.
 - d. The probable date of delivery of the material.
4. ACP-88 or ACP-88, Revised, Oath of Office: The person designated by the county committee as consignee must have executed an ACP-88 or ACP-88, Revised, in order to be eligible to act in this capacity.

Journal of the American Antislavery Society
Volume 12 Number 12 December 1838